

**UNITED STATES PROBATION OFFICE
NORTHERN DISTRICT OF IOWA**



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REPLY TO: CEDAR RAPIDS

August 20, 2009

Question:

Matt; on page L-1, it says in Section A, page 1 of the Solicitation/offer/acceptance, the offeror must fill out blocks 8 through 13B. I don't know what or how to fill out blocks 8, 9, or 10. Please advise. Thanks

Answer:

BLOCK 8 should be 365 days.

BLOCK 9, if you feel it is necessary for a "prompt payment" discount, then please indicate a percentage you believe is appropriate. If you do not believe a "prompt payment" is something you are interested in, you do not need to complete this section.

BLOCK 10: The only amendment that has been posted is the "Revised Local Needs" as posted on the webpage 8/10/09, this would be Amendment No 1.

Question:

Matt, in the RFP, it states we have to include Attachment J.1, Program Discharge Summary Profile. It lists five questions.....am I supposed to answer that based on the offenders (agency name removed) seen in the past 12 months?

Answer:

Yes

Substance Abuse Treatment RFP

Section: Mandatory Requirements

#2, Cognitive Behavioral Interventions, service 2022 and #3, Substance Abuse Counseling, services 2010 and 2020 require a provision for after hour emergency services. Under the current contract, many of the referrals start out in a community-based correctional facility where it would seem their need for after hour emergency services would be met. Could you please give an example of situations where after-hour emergency services might be indicated?

Answer:

Yes, clients that transition through a community-based correctional facility would have these services. After hour crisis lines have been established throughout Iowa and posting these phone numbers in your agency would satisfy this requirement.

#4. Deliverables, a.(1)(a) indicates the use of electronic files is not approved under this contract/agreement. We have been using electronic files for many years and would like to continue to do so with federal clients. To discontinue this practice would seem to be contrary to President Obama's move toward electronic medical records as well as inconsistent with the Administrative Office's encouragement of computer generated billing. Is this a negotiable point?

Answer:

"Paper" files need to be maintained at the agency for monitoring purposes. As long as these files contain the appropriate documents it would not preclude you from continuing to have an internal electronic file. Your current practice has always had the necessary documents in the files. Electronically generated case notes and other electronically maintained documents have been printed off and placed in these files in the past.

Program Discharge Summary Profile requires information about the numbers of defendants/offenders in "program" during the past 12 months. Are you referencing the agency's total program or only Federal Probation and/or BOP clients only served during the past 12 months.

Answer:

I would include Federal Probation clients served during the past 12 months. If you did not serve any of this client population, then, you would not need to submit this form.

Urine and/or Patch Collection RFP

This RFP requires the vendor be capable of providing services within a designated geographic area. Does this allow for just one designated collection site in the geographic area? And if a federal client lives in a neighboring county, will the client travel to the one designated collection site?

Answer:

Yes. One collection site is acceptable. If a client lives in a neighboring county, yes, they will need to travel to the one designated collection site.

Are there any required personnel qualifications for collecting urine samples?

Answer:

There are no specific personnel qualifications listed other than as described in the "Safety Precautions and Collector Training" section under 1010. The only other requirement for personnel is that there needs to be male and female staff available to observe the collection process. Unobserved urine collection is strongly discouraged.

The same question asked above re: electronic records applies to this RFP. Is this a negotiable point?

Answer:

Same applies as in the treatment RFP.